

VI-2 Labor Distribution Control Table- Actuals Costing

The Actuals Costing method of distributing labor costs using the CALSTARS labor distribution process allocates the actual Personal Services costs each month as supplied by the State Controller's Office (SCO). The actual payroll costs including overtime *as posted* by the SCO are charged to department accounts. Labor hours as posted by the SCO are also available for charging.

The system features and accounts selected in distributing payroll costs and hour charges are controlled by the department through the:

- ✧ Labor Distribution Control (LC) Table,
- ✧ Employee Master (EM) Table and
- ✧ Timesheet (TS) Table.

The purpose of this subchapter is to provide guidelines on the use of the LC Table. The EM Table is discussed in Chapter VI-3. The Timesheet Table is discussed in Chapter VI-4.

The LC Table is the foundation for the automated recording of Personal Services costs and data from the SCO Payroll System into CALSTARS. The LC Table serves three functions:

- ✧ Identifies the type and methodology of labor costing;
- ✧ Specifies the accounts to be used in the automated labor distribution process; and
- ✧ Specifies if timesheets or other options will be used in the labor distribution process.

STRUCTURE

The LC Table specifies the department accounts and features to be used in the labor distribution process by funding fiscal year (FFY). Because Personal Services costs are incurred in the current fiscal year and may be adjusted in either of the two prior fiscal years, LC Tables must be established for the current FFY and the two previous FFYs.

RELATIONSHIP TO OTHER TABLES

The Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PCA) Table, and several Descriptor Tables are used to validate most of the data elements during update of the LC Table. The LC Table must be established prior to the EM Table.

INPUT CODING

A listing of the fields contained on the Labor Control Entry screen and/or on the activity reports is shown in Exhibit VI-2-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Labor Control Entry screen is keyed from the Labor Control Table Entry Form (CALSTARS 40). The form, shown in Exhibit VI-2-2, is formatted the same as the Entry screen and is available at www.dof.ca.gov/html/calstars/forms.htm.

All table maintenance must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section of Chapter IV.

CREATION AND MAINTENANCE

The Entry screen (Screen 1) shown below is available through Command **I.7.1**.

```

9990 I.7.1: Labor Control Entry - Screen 1                12-09-2004 08:48 AM
                                                    MORE=Down
Function: _ (A=Add, C=Change, D=Delete, P=Print Table, R=Recall Maint/Print)
          (V=View, W=Print Rec)

FFY: ____ AO-OT> ____ AO-SDOT> ____ SCO-STATS> ____ TS-STATS> ____

          INDX> PCA> OD> AO> PCNT REG OT SD SDOT  ----INDICATORS----
SUPPLEMENTAL : ____
UNDISTRIBUTED: ____
VARIANCE      : ____
OASDI         : ____
RETIREMENT    : ____
HEALTH        : ____
DENTAL        : ____
LIFE          : ____
VISION        : ____
MEDICARE      : ____
OTHER         : ____

                                DIST METHOD > _
                                STAFF BENEFITS > _
                                STATISTICS > _
                                OT CODING > _
                                AVG HOURLY RATE> _
                                POSITION CODING> _
                                TS/AJ REPT SORT> _

Command: _____ LP DATE: MM-DD-YYYY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log                      Bkwrд Frwrд Clear Up      Down Main

```

The **F10**=Up and **F11**=Down keys are used to toggle between the two Entry screens. The Entry screen (Screen 2) is shown below:

```

9990 I.7.1: Labor Control Entry - Screen 2                                12-09-2004 08:48 AM
                                                                MORE=Up
Function: _ (A=Add, C=Change, D=Delete, P=Print Table, R=Recall Maint/Print)
          (V=View, W=Print Rec)

FFY: _____

          REG  OT  SD  SDOT  ---CHARGE---  -----CREDIT-----
          PCNT  OD>  AO>      INDX>  PCA>  OD>  AO>
ADD-ON 1:  -   -   -   -   _____  _____  _____  _____
ADD-ON 2:  -   -   -   -   _____  _____  _____  _____
ADD-ON 3:  -   -   -   -   _____  _____  _____  _____
ADD-ON 4:  -   -   -   -   _____  _____  _____  _____
ADD-ON 5:  -   -   -   -   _____  _____  _____  _____
ADD-ON 6:  -   -   -   -   _____  _____  _____  _____
ADD-ON 7:  -   -   -   -   _____  _____  _____  _____
ADD-ON 8:  -   -   -   -   _____  _____  _____  _____

CTO IND> _  CTO PCNT: _____  CTO INDEX> _____  CTO PCA> _____
AVG MONTHLY HRS: _____

Command: _____  LP DATE: MM-DD-YYYY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log                      Bkwrdr Frwrdr Clear Up      Down  Main

```

All Labor Control Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

LABOR CONTROL ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4**=Log key on the Entry screen is pressed. An example of the screen is displayed below.

```

9990 Labor Control - Activity Log                                08-02-2007 03:29 PM

Sort: D (D=Date/Time, U=UserID, K=FFY)
-----Go To-----  -Go To--  Go To
      DATE      TIME      USERID  FFY
F  _____  _____  _____  _____
-  -----
A  06-20-2007 12:39 PM  CSAQKLC  2007
                                End of Data

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Dtail      Bkwrdr Frwrdr      Main

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by FFY when **F4** is pressed if a record is displayed on the Entry screen. The records are displayed by FFY in ascending order beginning with the FFY of the record previously on the Entry screen. If there are multiple activity records for the same FFY, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the FFY column is displayed in white to indicate FFY as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=FFY in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID OR FFY in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

If values are keyed in both the Sort field and one of the 'Go To' fields at the same time, an online error message is displayed.

Although all LC Table records can be viewed on the LC Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a maintenance record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed below.

```

9990 Labor Control Log Detail - Date/Time Order Screen 1      08-03-2007 07:57 AM
                                                                MORE=Down
Function: A  DATE: 06-20-2007  TIME: 12:39:46 PM  USERID: CSAQKLC

FFY: 2007  AO-OT:      AO-SDOT:      SCO-STATS: 02  TS-STATS: 01

      INDX  PCA  OD  AO  PCNT  REG  OT  SD  SDOT  ----INDICATORS----
SUPPLEMENTAL : 0700 88000
UNDISTRIBUTED: 0700 88100
VARIANCE      : 0700 88888
OASDI         : 0700 88888 103
RETIREMENT    : 0700 88888 106
HEALTH        : 0700 88888 105
DENTAL        : 0700 88888 104
LIFE          : 0700 88888 135
VISION        : 0700 88888 136
MEDICARE      : 0700 88888 137
OTHER         : 0700 88888 134
DIST METHOD    : A
STAFF BENEFITS : A
STATISTICS     : B
OT CODING      : N
AVG HOURLY RATE:
POSITION CODING: N
TS/AJ-REPT-SORT: N

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr          Up    Down  Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

TABLE MAINTENANCE FUNCTIONS

The following functions (except some **P**) are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

Key **A** in the Function field, the FFY and the appropriate values in the informational elements fields to **Add** a record to the LC Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, the LC File is updated. A fresh screen is displayed with blank data fields, and a message confirming that the LC Table record was added successfully is displayed at the bottom of the screen.

If the transaction has errors, the values remain on the screen. The erroneous fields are highlighted in red, and the corresponding error messages are displayed at the bottom of the screen. To retry adding the record, make corrections to the erroneous fields and press **Enter**. Once the transaction passes all online edits, the LC Table is updated.

C= Change

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the appropriate value in the FFY field, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate value in the FFY field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the LC record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

Note: To blank out (delete) information on input fields, use the delete key or the space bar.

D=Delete

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the appropriate value in the FFY field, and press **Enter** to **View** a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the appropriate value in the FFY field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown below.

<p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Labor Control Record</p> <p style="text-align: center;">Press F4 to confirm; F2 to cancel</p>
--

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the LC Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

P=Print Table

The **Print Table** function provides agencies the option of generating an electronic report file of the Labor Control (LC) Table Listing Report and/or printing the report. An example of the CSB500-2 report is displayed in Exhibit VI-2-4.

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

An example of the pop-up screen is shown below.

```
Print/Report File Selection
Labor Control (LC) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI500-2.TBL-LC.IQ.D2050308.T1039394
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI500-2.TBL-LC.IQ.D2050308.T1039394
  O=Printer Output after Labor Process
    Printer ID : CTP2      Report Class: A      Report ID: LABT

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Labor Control (LC) Table Listing Report (CSI500-2)
- P** – Immediately generates an electronic report file of the Labor Control (LC) Table Listing Report (CSI500-2) and ROPES the Labor Control (LC) Table Listing Report (CSI500-2) to an agency printer
- O** – ROPES the Labor Control (LC) Table Listing Report (CSB500-2), including the current day's table maintenance, to an agency printer after the labor process is run.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

Note: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete LC Table maintenance before the Labor process is initiated. For this table, only print (option O) maintenance may be recalled.

Key **R** in the function field, and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen as shown below. The FFY must be blank when **Enter** is pressed. Use **F2** to return to the Entry screen.

An example of the pop-up screen is shown below.

```
Recall Labor Process Maintenance/Print Request
Labor Control (LC) Table

Select one or more with a 'Y':

_ Remove the request to Print
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwr  Frwr
```

Key **Y** in the field to the left of the desired print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

V=View

Key **V** in the Function field, the FFY, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

W=Print Record

The **W** function immediately prints a single record report (CSI500-2) and generates a single record report file from the Labor Control Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI500-2.TBL-LC.IQ.Dcyymmdd.Thhmmss.

Key **W** in the Function field, the FFY, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Labor Control Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ☛ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.
- ☛ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) —Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F4=Log—Displays the Labor Control Log Activity screen.

F5= Log Detail—Displays the Labor Control Log Detail screen.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F10=Up —Go to Screen 1 from Screen 2.

F11=Down —Go to Screen 2 from Screen 1.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

LC TABLE REPORTS

The following report is system generated:

- ✦ Labor Control (LC) Table Activity Report (CSB500-1) - This report displays all transactions successfully entered online during the work day. It is produced during the labor process whenever online table maintenance has been completed. The report is displayed in Exhibit VI-2-3.

The following report is produced upon department request:

- ✦ Labor Control (LC) Table Listing Report (CSB500-2/CSI500-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the Labor Control Entry screen. The report is displayed in Exhibit VI-2-4.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Labor Control (LC) Table Activity Report (CSB500-1) should be reviewed to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT VI-2-1
LABOR DISTRIBUTION CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Control Key:</u>		
ORGANIZATION CODE	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
FUNDING FISCAL YEAR (FFY)	4	Enter the Funding Fiscal Year that identifies the year to which this record pertains.
<u>Informational Elements:</u>		
<u>Agency Object Classifications:</u>		<p>Defines Agency Objects for overtime (OT), shift differential overtime (SDOT), SCO statistics (SCO-STATS) and timesheet statistics (TS-STATS).</p> <p>The UCM does not distinguish between regular overtime and shift differential overtime, therefore, the LC Table provides for entry of Agency Object codes to identify these accounts separately.</p> <p>When timesheets are used, statistics transactions always require an agency object code to identify the statistical measure being recorded.</p> <p>All Agency Object codes must be defined in the D12 Descriptor Table. See Volume 2, Chapter IV-D12 for instructions on coding Descriptor Table entries.</p>
AO-OT	2	Leave blank if regular overtime payments and shift overtime payments are <u>not</u> tracked separately. Otherwise, enter the Agency Object for overtime payments (Object Detail=083).
AO-SDOT	2	Leave blank if regular overtime payments and shift overtime payments are <u>not</u> tracked separately. Otherwise, enter the Agency Object for shift differential overtime payments (Object Detail=083).
SCO-STATS	2	Leave blank if the Statistics indicator = N or T. Otherwise, enter the Agency Object to be used in SCO statistics transactions (Object Detail=998).
TS-STATS	2	Leave blank if the Statistics indicator = N or S. Otherwise, enter the Agency Object to be used in SCO statistics transactions (Object Detail=998).

EXHIBIT VI-2-1 (CONTINUED)
LABOR DISTRIBUTION CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Labor Distribution Payroll Accounts:</u>		To use the Labor Distribution process, the accounts below must be established in the LE and/or EM Tables.
<u>Supplemental Payroll account:</u>		The Supplemental Payroll Account is charged with types of payments other than regular time, overtime, shift differential, and shift differential overtime. Lump sum payments and retroactive salary adjustments are two examples of the types of payments that are charged to the Supplemental Payroll Account. The charges in this account may be distributed manually or automatically through the cost allocation process.
SUPPLEMENTAL		Code the Supplemental Payroll account:
INDEX	4	Enter the Index Code for the Supplemental Payroll account.
PCA	5	Enter the PCA for the Supplemental Payroll account.
<u>Undistributed Payroll account:</u>		The Undistributed payroll account is charged with any type of payment from the SCO File that does not have a matching record in the EM Table. All charges in this account must be distributed manually or through the Adjustment Timesheet process.
UNDISTRIBUTED		Code the Undistributed Payroll account:
INDEX	4	Enter the Index Code for the Undistributed Payroll account.
PCA	5	Enter the PCA for the Undistributed Payroll account.
<u>Variance Payroll Accounts:</u>		Variance Payroll accounts are charged with the amounts contained in the SCO File. These accounts are then credited with the amounts distributed by the labor distribution process. Therefore, any balance remaining in these accounts (if not zero) after the labor distribution process is completed represents a difference between what the SCO has disbursed and what CALSTARS has calculated. If any amount exists in any of these accounts, the cause must be found and corrective action taken <u>prior to further processing</u> .
VARIANCE		Code the Variance (Gross Pay) Payroll account:
INDEX	4	Enter the Index Code for the Variance (Gross Pay) account.
PCA	5	Enter the PCA for the Variance (Gross Pay) account.
OASDI		Code the OASDI Variance Payroll account:
INDEX	4	Enter the Index Code for the OASDI variance account.
PCA	5	Enter the PCA for the OASDI variance account.
OD	3	Enter the Object Detail for the OASDI variance account.
AO	2	<i>(Optional)</i> Enter the Agency Object for the OASDI variance account.
PCNT	6	Leave blank, not used in Actuals Costing.
REG	1	Leave blank, not used in Actuals Costing.
OT	1	Leave blank, not used in Actuals Costing.
SD	1	Leave blank, not used in Actuals Costing.
SDOT	1	Leave blank, not used in Actuals Costing.

EXHIBIT VI-2-1 (CONTINUED)
LABOR DISTRIBUTION CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
RETIREMENT		See OASDI coding instructions.
HEALTH		See OASDI coding instructions.
DENTAL		See OASDI coding instructions.
LIFE		See OASDI coding instructions.
VISION		See OASDI coding instructions.
MEDICARE		See OASDI coding instructions.
OTHER		See OASDI coding instructions.
Indicators: These indicators must be coded to specify what labor distribution process features and methods will be used for recording labor costs in CALSTARS.		
DISTRIBUTION METHOD (DIST METHOD)	1	Enter code A to specify 'Actuals' Costing is used.
STAFF BENEFITS	1	Enter code A to specify 'Actuals' Costing for staff benefits.
STATISTICS	1	<p>Enter a code to specify the types of statistics transactions to be generated:</p> <p>B - Generate <u>both</u> SCO and Timesheet statistics</p> <p>S - Generate <u>only</u> SCO statistics</p> <p>T - Generate <u>only</u> Timesheet statistics</p> <p>N - Do not generate statistics</p> <p><u>SCO statistics</u> reflect the proportional distribution of the hours reported by the SCO based upon the distribution of the hours on the timesheet.</p> <p><u>Timesheet statistics</u> reflect the actual hours recorded on the timesheet. The accounting classifications on the timesheet are used for both sets of statistics transactions.</p> <p>NOTE: If timesheets are not used, only SCO statistics may be produced. These statistics contain the Home Base accounting classification elements from the EM Table.</p>
OVERTIME CODING (OT CODING)	1	<p>Enter a code to specify if overtime is being coded uniquely from regular time on the timesheet:</p> <p>N - No - Timesheets are not used, <u>or</u> if timesheets are used, overtime is not coded uniquely from regular time</p> <p>Y - Yes - Timesheets are used <u>and</u> overtime is coded uniquely from regular time.</p>
AVERAGE HOURLY RATE (AVG HOURLY RATE)	1	Leave blank, not used in Actuals Costing.

EXHIBIT VI-2-1 (CONTINUED)
LABOR DISTRIBUTION CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
POSITION CODING	1	<p>Enter the code to specify if Position Number is in the key of the EM Table (when Position Number is part of the EM Table key, unique EM Table records must be established for each position number an employee works in, including split position numbers, unless the employee is part of a group):</p> <p>Y - Yes, Position Number is in the key of the EM Table.</p> <p>N - No, Position Number is not in the key of the EM Table.</p>
TS/AJ REPORT SORT	1	<p>Enter the code to specify the order in which records on the Timesheet and Adjusted Timesheet Activity Reports are sorted.</p> <p>0 - Sort Timesheet and Adjusted Timesheet Activity Reports by the Key to the file (includes full Social Security Number).</p> <p>1 - Sort Timesheet and Adjusted Timesheet Activity Reports by the last four digits of the Social Security Number</p>
Screen 2:		
Add-Ons:		Advanced option for Actuals. See Chapter VI-7, Other Labor Costing Options, for more information.
CTO Reserve:		Advanced option for Actuals. See Chapter VI-7, Other Labor Costing Options, for more information.
CTO INDICATOR (CTO IND)	1	<p>Specify if CTO Reserve Accounting is used.</p> <p>N - No, CTO Reserve accounting is <u>not</u> used (Also leave blank: CTO PCNT, CTO INDEX and CTO PCA)</p> <p>Y - Yes, CTO Reserve accounting is <u>is</u> used (Also complete: CTO PCNT, optional CTO INDEX and CTO PCA)</p>
CTO PERCENT (CTO PCNT)	6	If CTO IND = N, leave blank. Otherwise, enter the numeric rate to be applied for compensatory time earned. The format is 9.9999 (the decimal is not coded, but must be keyed). The percent entered must be 1.0000 or greater.
CTO INDEX	4	If CTO IND = N, leave blank. Otherwise, enter the optional Index Code to be used in the CTO Reserve Account.
CTO PCA	5	If CTO IND = N, leave blank. Otherwise, enter the PCA to be used in the CTO Reserve Account.
AVERAGE MONTHLY HOURS (AVG MONTHLY HRS)	5	Leave blank, not used in Actuals Costing.

EXHIBIT VI-2-2

CALSTARS 40 (Revised 2-01-2007)		LABOR CONTROL (LC) TABLE ENTRY FORM										ORG: _____	
PREPARED BY: _____		DATE: _____		ENTERED BY: _____				DATE: _____					
FUNCTION <input type="text"/> (A=Add, C=Change, D=Delete, P=Print Table, R=Recall Maint/Print, V= View, W=Print Record)													
FFY <input type="text"/>		AO-OT <input type="text"/>		AO-SDOT <input type="text"/>		SCO-STATS <input type="text"/>		TS-STATS <input type="text"/>					
	INDEX	PCA	OD	AO	PCNT	REG	OT	SD	SDOT	----- INDICATORS -----			
SUPPLEMENTAL	<input type="text"/>	<input type="text"/>								DIST METHOD	<input type="text"/>		
UNDISTRIBUTED	<input type="text"/>	<input type="text"/>								STAFF BENEFITS	<input type="text"/>		
VARIANCE	<input type="text"/>	<input type="text"/>								STATISTICS	<input type="text"/>		
OASDI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OT CODING	<input type="text"/>		
RETIREMENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AVG HOURLY RATE	<input type="text"/>		
HEALTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	POSITION CODING	<input type="text"/>		
DENTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TS/AJ REPT SORT	<input type="text"/>		
LIFE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
VISION	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
MEDICARE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
	REG	OT	SD	DOT	----- CHARGE -----			----- CREDIT -----					
					PCNT	OD	AO	INDEX	PCA	OD	AO		
ADD-ON 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 5:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 6:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 7:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ADD-ON 8:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
CTO IND <input type="text"/>	CTO PCNT <input type="text"/>		CTO INDEX <input type="text"/>		CTO PCA <input type="text"/>								
AVG MONTHLY HRS <input type="text"/>													
P=PRINT FFY FUNCTION SELECTED: REPORT DESTINATION <input type="text"/> (F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)													
R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL _____													

EXHIBIT VI-2-3

CSB500-1 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 02/01/2007 (06:00) *****
 REPORT

ORG NUMBER: 9990
 ORG PAGE: 13
 RUN PAGE: 15

FFY F AO OT AO SDOT SCO STATS TS STATS
 ---- - -- -- -- --
 2004 C 01 02 01

-----TRANSACTION-----
 DATE TIME USERID

 02/01/2007 08:31:46 AM CSCSPRT

	INDX	PCA	OD	AO	PCNT	REG	OT	SD	SDOT	----	INDICATORS----
	----	----	----	----	----	----	----	----	----		
SUPPLEMENTAL :											
UNDISTRIBUTED:											
VARIANCE :											
OASDI :											
RETIREMENT :											
HEALTH :											
DENTAL :											
LIFE :											
VISION :											
MEDICARE :											
OTHER :											

ERROR MESSAGES

	REG	OT	SD	SDOT	PCNT	OD	AO	INDX	PCA	OD	AO
	----	----	----	----	----	----	----	----	----	----	----
ADD-ON 1:											
ADD-ON 2:											
ADD-ON 3:											
ADD-ON 4:											
ADD-ON 5:											
ADD-ON 6:											
ADD-ON 7:											
ADD-ON 8:											

CTO IND	CTO PCNT	CTO INDEX	CTO PCA	AVG MO HOURS
----	----	----	----	----

EXHIBIT VI-2-4

CSB500-2 *****										DEPARTMENT OF AIR QUALITY										***** ORG NUMBER:										9990																													
										CALSTARS										LABOR CONTROL (LC) TABLE LISTING										REPORT										ORG PAGE:										11									
01/31/2007 (06:00) *****																																								RUN PAGE:										11									
FFY AO OT AO SDOT SCO STATS TS STATS																				LP DATE																																							
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2002										02 02										06-24-2002																																							
										INDX PCA OD AO PCNT REG OT SD SDOT										----INDICATORS----																																							
										-----										-																																							
SUPPLEMENTAL :										0700 88000										DIST METHOD : A																																							
UNDISTRIBUTED:										0700 88100										STAFF BENEFITS : A																																							
VARIANCE :										0700 88888										STATISTICS : B																																							
OASDI :										0700 88888 103										OT CODING : N																																							
RETIREMENT :										0700 88888 106										AVG HOURLY RATE:																																							
HEALTH :										0700 88888 105										POSITION CODING: N																																							
DENTAL :										0700 88888 104										TS/AJ REPT SORT: 0																																							
LIFE :										0700 88888 135																																																	
VISION :										0700 88888 136																																																	
MEDICARE :										0700 88888 137																																																	
OTHER :										0700 88888 134																																																	
																				---CHARGE---										-----CREDIT-----																													
										REG OT SD SDOT PCNT OD AO INDX PCA OD AO																																																	
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CTO IND CTO PCNT CTO INDEX CTO PCA AVG MO HOURS																																																											
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